



राष्ट्रीय प्रौद्योगिकी संस्थान अगर्तला
NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA

Barjala, Jirania, Agartala – 799046 (Tripura)

OFFICE OF THE DEAN ACADEMIC

NITA.5/(10-Acad)/CSAB-2023/Adm/2022-23 /11-24 28

Date. ...28./07/2023

NOTICE

This is to inform those who have been allotted seat at NIT Agartala in the regular rounds of JoSAA- 2023 and CSAB- 2023-Special Rounds, for admission to UG and Dual Degree programmes, should **report physically at the Institute between 14 – 18 August, 2023, during 9 am to 4 pm of working days**. The details related to registration and a list of documents to be submitted at the time of provision admission is stated here under:

Instructions for online registration:

1. Register yourself in the MIS portal through link mis.nita.ac.in by using the **JEE (Main) 2023 Application number** and follow the instructions.
2. Enter and fill the required details in the portal.
3. Candidates must upload the following documents in the online portal as mentioned below (In case of multiple documents, upload in a single pdf file):

Table- 1

Sl. no.	Document
a)	Score card of JEE (Main) 2023. (mandatory)
b)	Admit of class 10/ Birth certificate, for age proof. (mandatory)
c)	Mark-sheets of 10 th and 12 th or Equivalent. (mandatory)
d)	Provisional Admission Letter (Final) issued by JoSAA/CSAB 2023 and final Seat acceptance letter. (mandatory)
e)	Photo ID proof, as per Govt. of India guidelines. (mandatory)
f)	If applicable: Upload the Certificate/s (SC/ST/OBC-NCL/GEN-EWS), issued by the competent authority, as per Government of India format (available at the JoSAA 2023 website). In case of OBC-NCL/GEN-EWS category, the certificate must be issued on or after 01/04/2023. ➤ For candidates of Maharashtra state, <u>Caste validity Certificate</u> is mandatory along with caste certificate. ➤ ST certificates from Tamil Nadu state must be issued by the concerned Revenue Divisional Officer.
g)	Migration and Conduct/ Character certificate, from the last attended Institution. (mandatory)
h)	Physical Disability Certificate, as per JoSAA 2023 format, if applicable.
i)	Undertaking as per prescribed format at Annexure- A. (mandatory)
j)	If Applicable (for B. Tech. courses only): Upload a <u>valid Annual Family Income Certificate, from all sources, and affidavit in the prescribed format</u> , issued by the competent authority strictly to claim tuition fee remission at NIT Agartala. Certificate should be in Hindi/ English only. Details are given in subsequent pages of notification. Note: SC/ST/PwD students need not upload Income certificate for tuition fee waiver.

4. An **online provisional registration slip** will be generated. All are instructed to save the online provisional registration slip for future reference. (Candidates must enable the pop-ups in their browser to download the online provisional registration slip).
5. **Candidates must complete the Online registration before the appearing for Physical Reporting at the Institute.**



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Instructions for Physical Reporting at NIT Agartala (14-18 August, 2023):

1. Candidates must bring the **online provisional registration slip**.
2. Candidates must bring **all the Originals of the above mentioned documents (Table- 1) along with a set of duly self-attested photocopied hard copies**.

Following points are to be noted by the candidates:

1. For details of fees for 1st Semester, candidates may visit Institute website. The different heads of fees (including tuition fee) may be changed by the Competent Authority. In such case, students are required to pay the changed fee.
2. Candidates not eligible for tuition fee waiver and remission, are required to pay the **Balance Institute Fee** as per date notified by Institute.
3. No request of extension of date of physical reporting will be entertained.
4. Classes will commence from 21st August, 2023 for UG and Dual degree students admitted during 2023-24 session.
5. **Notification regarding the Anti- Ragging is appended with this notice.**, as per **Annexure-IV**
6. For hostel related matters, students may contact the Office of the Chief Warden. (Mr. R.K.Bhogendro Meitei, Assistant Professor, M.E Department & Chief Warden (chiefwardennita@gmail.com)).

Accommodation:

For clarification on accommodation in Guest House, if any, applicants may contact in the following details.

Contact Person : Mr. Sanjoy Ghosh (Supervisor, Guest House)


Phone : 9436506949

Refund

1. If a candidate decides to quit the allotted course at NIT Agartala, after the last date of withdrawal/cancellation, as announced by JoSAA- 2023 and/or CSAB- 2023, the Institute will refund only the academic caution money, after the amount paid by the candidate to JoSAA and/or CSAB is transferred to NIT Agartala.
2. At any point of time, in any semester during the tenure of a course, if an admitted student cancels admission or abandons the course without completing the programme, the fees paid in all the semesters will be forfeited by the Institute. The student will be eligible for refund of academic caution money only.
3. To cancel admission, the student has to apply for a No-Dues certificate through his MIS account.

****Candidates must visit Institute website regularly for any further updates.****

This is issued with the approval of the competent authority.


(Prof. Swapan Bhaumik)
Dean (Academic Affairs) &
Centre-in-Charge (JoSAA/CSAB-2023)
NIT Agartala

Copy to:-

1. PS to the Director for kind information of the Director
2. The Registrar, NIT Agartala for kind information.
3. All Deans, NIT Agartala for kind information.
4. All HODs and W/S, for kind information and necessary action.



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OFFICE OF THE DEAN ACADEMIC

5. Asso. Dean (Exam), for kind information.
6. Asso. Dean (UG), for kind information.
7. Faculty-In-Charge, MIS, for kind information & necessary action.
8. 1st year Co-ordinator, for kind information and necessary action.
9. Chief Warden, for kind information and necessary action.
10. Dy. Registrar (Academic), for kind information and necessary action.
11. Dy. Registrar (F&A), for kind information and necessary action.
12. Asstt. Registrar (Academic), for kind information and necessary action.
13. System Administrator, with a request to upload the notice in the Institute website.

Dean (Academic Affairs) &
Centre-in-Charge (JoSAA/CSAB-2023)
NIT Agartala

Undertaking by all candidates

I, Mr./Ms....., Son/ Daughter of
.....Resident
of....., with JEE (Main) 2023 Application
No....., under GEN/GEN-EWS/OBC-NCL/SC/ST/PwD (**tick as
applicable**) do hereby undertake as under:

1. I will not have any objection if my provisional registration and admission in B. Tech/ BS-MS/
BT-MT (**tick one**) programme allotted by JoSAA/ CSAB- 2023, in the Department of
_____ is cancelled in event of my failure to produce all the
required document(s) at the time of physical reporting, date as and when notified by NIT
Agartala.
2. I will pay all fees, as applicable, if at any point of time during the course my claim towards
tuition fee waiver/ remission is found wrong/ false.
3. I further declare that at any point of time, if any of my uploaded/ submitted document(s) as well
as information given by me is/ are found to be false/ untrue, then my provisional registration and
admission at NIT Agartala will stand cancelled, and decision taken by NIT Agartala will be final.
4. I shall abide by all the rules and regulations of NIT Agartala, modified from time to time.

Signature of the candidate with date:

Name of the candidate:

Name & Signature of Parent with date:

Declaration by the Parent

I..... parent of
..... do hereby undertake to ensure that my son / daughter shall conduct himself / herself in accordance with the rules and regulations of the Institute, the State of Tripura and the Union of India in a manner commensurate with an Institution of repute.

I shall also ensure that he / she will attend the classes and appear in tests and examination. If his / her attendance record or academic performance is not satisfactory as per the norms and standards fixed by the Institute, the discussion of NIT Agartala will be final in all respect.

I do undertake to ensure that my son / daughter / ward will not contravene the laws of India in any form.

I shall continuously monitor his / her academic progress and keep contact with his / her Faculty advisor in every semester.

I do agree to meet the expenses as fixed by the Institute which may be enhanced from time to time during the period of study of my son / daughter / wardfor the entire course at the Institute

Full signature of the parent/ guardian

Date:_____

Name of the parent/guardian



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Annual Family Income for Tuition fee remission and for various income related benefits:

1. The link for uploading Annual family income document **for the academic session 2023-24** will be available in the MIS portal of Institute.
2. All students who are interested to avail tuition fee remission linked to family income, must submit their family income documents as per the mentioned guidelines. Certificate should be in Hindi/ English only.
3. Students must upload a family income document as per **Annexure – I** along with an **affidavit as per Annexure – II**.
4. The Issuing authority of Family Income Document and Certificate must be a local District Authority like S.D.O./B.D.O./Tahsildar/Mandal Revenue Officer (MRO), etc. State-wise list of Issuing authority is listed in **Annexure–III**, for reference.
5. **The Annual Family Income Certificate must be issued on or after 01/04/2023.**
6. **All income documents should be issued for the Financial Year 2022-23.**
7. **In all documents, the financial year 2022-23 should be clearly mentioned.**
8. Form-16 / ITR / Annual Pension Certificate of Both Parents can also be uploaded as supporting documents to family income document with INCOME AFFIDAVIT as per Annexure –II.
9. In the event of non-submission of the income documents as mentioned above, within the notified date, the student will be required to pay full tuition fee.
10. **Candidates not eligible for tuition fee waiver and remission, are required to pay the Balance Institute Fee as per date notified by Institute.**

(Round Stamp of Office of Issuing Authority)

FAMILY INCOME CERTIFICATE FOR FINANCIAL YEAR-2022-23
(Valid for Academic Year 2023-24)

This is to certify that Mr. /Mrs. (Father/Mother/Guardian).....
 Father/Mother/Guardian of(Student name) is a
 resident of Village/ Town.....P.O.
P.S.....Mouja/Taluk.....
, District His/her **Annual Family Income**
from all sources is Rs..... (Rupees.....in
 words).

Income from:

<u>Relation</u>	<u>Profession</u>	<u>Amount</u>
1. Father's Income	:	Rs
2. Mother's Income	:	Rs
3. Guardian's Income	:	Rs
4. Other sources	:	Rs
	Gross Total Income	Rs

This Certificate is issued for the financial year 2022-23.

Date:

.....
 Signature of issuing authority with
 Seal

Name of Issuing Authority:

Designation:

****The Income Certificate should be issued by the local District Authorities like S.D.O./B.D.O./ Mondal Revenue Officer (M.R.O.)/ Tehsildar, as listed in Annexure - III.**

FORMAT OF INCOME AFFIDAVIT

(To be submitted on Non-Judicial Stamp paper of Rs. 50/- and sworn in before a First Class Magistrate/Notary Public)

I, Shri/ Smt. _____ a resident of _____ solemnly declare as under:

1. My son/ daughter Shri/ Miss _____ is currently studying at the National Institute of Technology, Agartala, in 4-year B. Tech course in the Branch of _____, provisionally admitted through JoSAA/ CSAB- 2023.
2. That, my son/ daughter _____, JEE(Mains) Application no. _____ is claiming remission in Tuition Fee against the Income Certificate bearing No _____ dated _____ submitted by me, issued by the _____ Government of _____.
3. He/ She is an applicant for the Tuition Fee Remission for the **Academic Year 2023-24**.
4. I declare that my spouse is employed/ not employed and that the Annual Income of my family for the **Financial Year 2022-23**, i.e., during the period from 1st April, 2022 to 31st March, 2023 was as mentioned hereunder (Supported by documents of ITR/ Pension certificate, etc.):

(I) From my own profession (name of profession _____) as indicated:

- | | |
|---|----------------|
| a. Income from Business/Medical practice
Legal Practice/Engineering Consultancy etc. | Rs. _____ p.a. |
| b. Income from Agriculture | Rs. _____ p.a. |
| c. Income from Landed Properties | Rs. _____ p.a. |
| d. Income from Investment in Bank/Post Office etc. | Rs. _____ p.a. |
| e. Income from Share Certificates/Debentures | Rs. _____ p.a. |
| f. Income from any other sources (i.e. Retirement
Benefits for VRS/VSS etc., if any) | Rs. _____ p.a. |

(II) Income of my wife/spouse's (if any) Rs. _____ p.a.

(if employed, Business/Pensioner then Salary / Income / Pension Certificate as applicable as per wife's/ spouse's occupational status, to be enclosed with attested copies of Income Tax Documents, if applicable as stated in the Annexure – II "List of documents to be submitted"

(III) Income in the name of my son /daughter/ ward (if any). Rs. _____ p.a.

(IV) Income from other sources/ family members (if any). Rs. _____ p.a.

GROSS TOTAL INCOME (I+II+III+IV): Rs. _____ p.a.

Further I declare that:-

1. That, I hereby solemnly aware and undertake that the above submitted Income Certificate and information above is true and correct as per the norms of Government of India. I am fully aware that in case any of information and documents furnished by me related to fee remission is/ are found untrue/false at any point of time, I will pay the full Tuition Fees with penalty as imposed by the Institute for my ward. I am also aware that in case of untrue/false Income Certificate, the Institute can take any disciplinary action against me and my ward and that shall be acceptable to me.
2. That, the said affidavit is true to the best of my knowledge and no facts have been hidden in it and not written untrue. I hereby, understand that in case any information regarding Annual Family Income submitted by me found to be false or there is alteration/ misrepresentation of any facts, criminal case can be registered against me under the Indian Penal Code Section 177, 197, 198, 199, 200 and 420 and I am aware that, if found guilty, I can be punished with imprisonment for term of 3 to 7 years and fine.

(Signature of Father/Mother)

Sworn before me this _____ day of _____ 20____ and signed.

(SEAL)

Signature of First Class Magistrate /Notary Public

ANNEXURE-III

INCOME CERTIFICATE ISSUING AUTHORITY IN VARIOUS STATES/UNION TERRITORIES

SL. NO	State/Union Territory	Income Certificate Issuing Authority.
1	Andaman & Nicobar	Tahsildar
2	Andhra Pradesh	Tahsildar
3	Arunachal Pradesh	Deputy commissioner of respective Districts
4	Assam	Revenue Circle Officers
5	Bihar	Circle Officer of Circle Office
6	Chandigarh	Sub Divisional Magistrates
7	Chattisgarh	Naib Tahsildar.
8	Daman & Diu & Dadra & Nagar Haveli	Mamlatdar,
9	Delhi	SDM of Govt of NCT of Delhi
10	Goa	Mamlatdar of all Talukas
11	Gujarat	District Collector/Depurt Collector/Asst. Collector/Prant Officer/Mamlatdar
12	Haryana	CRO(Tehsildar/Naib Tehsildar concerned)
13	HimachalPradesh	Tahsildar of Revenue Department
14	Jammu&Kashmir	Sub Divisional Magistrate(not below the rank of Tahsildar)
15	Jharkhand	Sub Divisional Officer in each District
16	Karnataka	Tahsildar
17	Kerala	VillageOfficers
18	Lakshadweep	Deputy Collectors in Agatti and Minicoy and SDOs in the remaining Islands

19	MadhyaPradesh	Tahsildars/Naib Tahsildar
20	Maharashtra	Tahsildar
21	Manipur	District Authorities i.c. DC/ADC/SDO(not below the rank of SDO/SDM
22	Meghalaya	Employer in case of Govt. employee and by the MP/MLA/DC/SDO Civil in case of others.
23	Mizoram	District Magistrate or any other officers authorized by District Magistrate
24	Nagaland	Dy. Commissioners, Addl. Dy. Commissioners and Sub-Divisional Officers(C)
25	Odisha	Revenue Officers
26	Punjab	CRO(Tehsildar/Naib Tehsildar concerned)
27	Pondicher	Tahsildar, Deputy Tahsildar
28	Rajasthan	Tahsildar
29	Sikkim	Special Executive Magistrate(Block Development Officers, Rural Management & Development Deptt.)
30	TamilNadu	Zonal Deputy Tahsildar
31	Tripura	District Magistrate & Collector and SDM , DCM, DC (Competent Authority as per Govt. Notification)
32	UttarPradesh	Tahsildar
33	Uttaranchal	Tahsildar/SDM/City Magistrate

34	WestBengal	<ol style="list-style-type: none"> 1. Dist. Magistrate or-District Level Addl. Dist. Magistrate 2. Sub-Divisional Officer-Sub Divisional Level Of the concerned 3. Block Development officer-Block Level Of the concerned Blocks 4. The Collector, Kolkata-Kolkata Municipal Corporation. 5. The Collector, Kolkata-Student residing within civil Jurisdiction of Hon'ble High Court, Kolkata 6. Other areas covered in Kolkata Police are concerned i.e. areas over which Collector, Kolkata does not exercise jurisdiction- Concerned District Magistrate or any other Officer authorized by the District Magistrate of the respective district i.e. South 24 Paraganas and North 24 Paraganas.
35	For All other remaining states and Union Territories	Not below the rank of Tahsildar/Competent Authority as per Govt. Notification



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Annexure – IV

Anti-Ragging Affidavit

Candidates allotted a seat at NIT Agartala in **1st Year** Under Graduate & Dual Degree courses through **IoSAA/CSAB-2023** for the year **2023-24** will require to submit **anti-ragging affidavit** and **declaration from the Guardian** within 7 days from 16th August 2023 to the **Office of the Dean Student Welfare**.

The procedure to be followed during online submission of **Anti-Ragging Affidavit** may be seen as below,

- i. **Step-1**: Log on to www.antiragging.in .
- ii. **Step-2**: Fill in the information as desired.
- iii. **Step-3**: On successful completion, you will receive affidavits, both for Students and Parents, through E-mail.
- iv. **Step-4**: Sign them and submit in NIT, Agartala during admission.

The guideline to fill up the online **Anti-Ragging** affidavit form is enclosed herewith for the ready reference of the candidates

Step by Step

Guide On

How To Fill An
Online Anti Ragging
Undertaking
on

<https://antiragging.in>

Click here to enter the form.

ANTI RAGGING

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Total Complaints Status (18-Apr-2012 To 09-Sep-2021)

Total Complaints Received:	5935
Complaints Closed:	5823
Complaints Active In Call Center:	90
Complaints Active In Monitoring Agency:	0
Complaints Active In UGC:	22

Undertaking Uploaded

Antiragging.in	6390779
Amanmovement.org	4064773
Grand Total:	10455552

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ABOUT US

Ragging has ruined countless innocent lives and careers. In order to eradicate it, Hon'ble Supreme Court in Civil Appeal No. 887 of 2009, passed the judgement wherein guidelines were issued for setting up of a Central Crisis Hotline and Anti-Ragging database.

In accordance with the orders, UGC (University Grants Commission), Govt. of India has developed this web portal.

[Know more](#)

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ANTI RAGGING

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ANTI RAGGING UNDERTAKING BY STUDENTS AND PARENTS/GUARDIANS

TO BE FILLED BY A STUDENT

Fields marked with * are compulsory.

- If you do not have an E mail address please create one before you fill in this form.
- If your mother or father or guardian does not have a phone or a mobile phone or email then please give the numbers /email of their friends or relations or neighbors.
- If you do not have a mobile number, then please give the mobile number of your friend in the college.

After filling this form successfully you will receive the Students Anti Ragging Undertaking and the Parents Anti Ragging Undertaking in your Email. Please forward that Email to your college Authority.



[Step By Step Guide On How To Fill An Online Anti Ragging Undertaking ?](#)

Next

National Anti Ragging Help Line (UGC Crisis Hotline)
24x7 Toll Free Number* 1800-180-5522
(helpline@antiragging.in)

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Fill the Personal details here:



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ANTI RAGGING UNDERTAKING BY STUDENTS AND PARENTS/GUARDIANS

Fields marked with red* are compulsory.

Personal Details

Student's Family Name *	<input type="text" value="Enter your Family Name"/>
Student's Middle Name	<input type="text" value="Enter your Middle Name"/>
Student's First Name *	<input type="text" value="Enter your First Name"/>
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Nationality *	<input type="text" value="Enter your Nationality"/>
Student's Mobile Number*	+91 <input type="text" value="Enter your Mobile No."/>
Student's friends Mobile number in case of an emergency *	+91 <input type="text" value="Enter your Friend Mobile No."/>
Landline Number *	+91 <input type="text" value="Enter your Landline No."/>
Student's email ID *	<input type="text" value="Enter your Email ID"/>
Confirm student's email ID *	<input type="text" value="Enter your Confirm Email ID"/>
Permanent Address 1 *	<input type="text" value="Enter your Address1"/>
Address 2	<input type="text" value="Enter your Address2"/>
City *	<input type="text" value="Enter your City"/>
State *	<input type="text" value="State"/>

Fill the Parent or Guardian details here:

Parent/Guardian Details	
Parent/Guardian's name *	<input type="text" value="-"/> <input type="text" value="Enter your Parent/Guardian's Name"/>
Parent/Guardian Address 1 *	<input type="text" value="Enter your Address1"/>
Address 2	<input type="text" value="Enter your Address2"/>
City *	<input type="text" value="Enter your City"/>
State *	<input type="text" value="State"/>
Residence Phone No *	<input type="text" value="+91"/> <input type="text" value="Enter your Phone No."/>
Mobile No of Parent/Guardian *	<input type="text" value="+91"/> <input type="text" value="Enter your Mobile No."/>
Parent/Guardian's Email ID *	<input type="text" value="Enter Email Address"/>

Fill the College details here:

College Details

State in which the College is *

State

Is it a Professional College or a General College *

Select

Name of the College *

Enter your College Name

AISHE Code of the College *

[Find AISHE Code](#)

Name of Affiliated University *

Select

It is Deemed University *

Yes No

Director/Principal Family Name *

Enter your Director/Principal Family Name

Director/Principal First Name *

- Enter your Director/Principal First Name

Director/principal Gender *

Male Female Other

College Phone No. 1 *

+91 Enter College Phone No.

College Phone No. 2

+91 Enter College Phone No.

Nearest Police station Name and Address *

Enter your Police Station Name and Address

Fill the Course details here:

Course Details

Under Graduate or Post Graduate *

Name of the Course *



Your Registration/Enrolment Number Number*



How many students are in your Class *

Year of Study*

Fields marked with red * are compulsory.

National Anti Ragging Help Line (UGC Crisis Hotline)
24x7 Toll Free Number* 1800-180-5522
(helpline@antiragging.in)

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After filled all required fields, you need to click on Next button.

You need to check all the checkboxes then click on Submit Button.

ANTI RAGGING 

UGC REGULATIONS/UNDERTAKING

I confirm that I have read UGC's regulations on Ragging.(To read, click on the link: [ABSTRACT OF UGC REGULATIONS ON RAGGING](#))

I confirm that I have read the Judgment of the Hon. Supreme Court on prevention of Ragging.(To read, click on the link: [SUMMARY OF THE JUDGMENT OF THE HON. SUPREME COURT](#))

I promise that I will not indulge in Ragging or any form of violent behaviour. Neither will I tolerate being ragged or subjected to violence.

I understand that if I am accused of Ragging, the responsibility is on me to prove that I am not guilty.

I will not remain a spectator to acts of Ragging. I will report the matter immediately to my Principal/Director and/or to the Anti Ragging Help line at 1800 180 5522 or email to info@antiragging.in

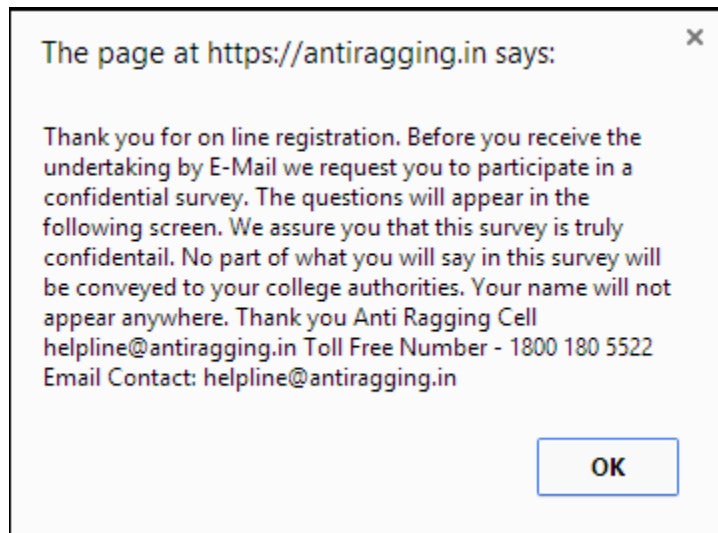
Submit

National Anti Ragging Help Line (UGC Crisis Hotline)
24x7 Toll Free Number* 1800-180-5522
(helpline@antiragging.in)

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Thereafter, you need to click on Submit button.

This pop-up confirms that you have on line registered successfully and you have to fill the Confidential Survey also. Click on OK button, this will redirect on Confidential Survey form.



This is Confidential Survey. Please select one option for each question.

CONFIDENTIAL SURVEY

TO BE FILLED BY ALL STUDENTS.

Please answer the questions honestly and truthfully because no part of this survey will be made public and certainly no part of this survey will be conveyed to your college. This is absolutely confidential. Your college will only know whether you have participated in this survey or not?

All fields are compulsory.

1. Were you ever Ragged? *

Yes No

2. Did you ever rag any body? *

Yes No

3. What is the phone number of National Anti Ragging Help Line. *

4. Does ragging happen in your college? *


None Mild Severe Very Severe

Please enter the string shown in the image

SSQKV6

Submit

This Page confirms that you have successfully submitted the form. Click Home button this will return the homepage of Anti-Ragging web portal (<https://antiragging.in>)

ANTI RAGGING 

Home About Us Information Feedback FAQ's Links Contact Us Ragging Videos Undertaking Reports Compliance

You are successfully register with following Detail

Your Reference No.	2843112
Your Name	Abc
Your Email Id	abc@abc.com
Your Mobile No.	9999999999

Please note your details correctly. These details will used further for duplicate Undertaking/Affidavits

(Please note that the student will not receive pdf affidavits & he/she is not required to print & sign it as used to be the case earlier).

Antiragging Helpline Number : 18001805522
Antiragging Email ID : helpline@antiragging.in

Guidelines for Credit Transfer

1. Students to register in both ABC and NAD portal through the <https://www.abc.gov.in/> and <https://nad.digilocker.gov.in/> respectively and share the IDs through the following form or scanning the QR Code as given below:

<https://forms.gle/iQV686XqzaLTvTsB9>



2. Once the same is updated in MIS students can apply for credit transfer through the ABC portal.
3. All credit transfer request from the students should be submitted through the attached form and on submission of the duly endorsed form by HoDs the Credit Transfer Request will be executed.
4. Student cannot opt for credit transfer of more than 10% of the total credit of his / her course.
5. Students with backlogs may not apply for credit transfer.
6. Students need to maintain required attendance of the courses opted in the host institute.

APPLICATION FOR CREDIT TRANSFER

NAME:

ABC ID:

ENROLLMENT NO.:

DEPARTMENT/SPECIALIZATION:

DEGREE:

CURRENT SEMESTER:

DATE OF ENROLLMENT:

CURRENT CGPA:

NUMBER OF CURRENT BACKLOGS:

SUBJECTS YOU WANT TO TRANSFER CREDIT:

SLNO	NAME OF SUBJECT	CREDIT	INSTITUTE FROM WHICH CREDIT IS TRANSFERRED	DURATION OF COURSE

SIGNATURE OF CANDIDATE

FACULTY ADVISOR

ACADEMIC COORDINATOR

HEAD OF DEPARTMENT

NODAL OFFICER, ABC